



Ladies and Gentlemen,

Some of you may be aware that I have instigated an examination of the current Unit Review and Royal Naval Presentation processes. Given the importance of this process, I would like to share my views with you as well as asking for your own.

I see the purpose of the Annual Unit Review serving 2 main purposes. Firstly to ensure that Units are safe to conduct training (predominantly through the ATTI process) and mandatory requirements and secondly to measure the efficiency of the Unit and enable me to award Burgees and Pennants to deserving Units.

Whilst the current system works, I am aware from my visits to Units and feedback from conferences of the tremendous amount of effort required to prepare for the UR/RNP, in particular, the completion of various T Forms with data which, in many instances, has already been input into Westminster. I therefore intend to address this and make Westminster do much of the work for you and remove the requirement to fill in T Forms. This will, however, mean that Unit personnel will need to ensure that the data in Westminster is accurate and up to date.

The ATTI 1 to 4 structure will remain in place, with only a few changes where required and this will be conducted outside of Westminster like it is now by the ALO, although the final assessments and comments will be recorded within it. This needs to happen so that eventually Westminster can generate the full Unit assessment report without recourse to stand-alone spreadsheet based systems. The ATTI assessments are not currently loaded to Westminster.

In addition to measuring cadet qualifications and proficiencies there are many other aspects which make up the "cadet experience". These include drill and ceremonial, fundraising activities, supporting local community events, morale and many more. Presently these are assessed through questionnaires and RNP Assessment Forms completed by District and Area staff. I intend for these to be simplified and also put into Westminster

This will mean that Westminster will be capable of producing a final assessment including (ATTI, Cadet/Volunteer experience/qualifications and DO/AO assessment) from which the Area Officer can recommend a Unit's annual assessment.

Unit Reviews will therefore continue and be annually conducted by a combination of Area and District staff, as decided by AO/DO in consultation with individual Unit COs and Chairmen.

Aspects such as Drill and Ceremonial, Colours Routines etc are currently assessed during the RNP. I intend to give flexibility to Area Teams, in consultation with District and CO/OiCs, to decide when and how the ceremonial aspects are assessed on a Unit by Unit basis, be this a RNP, DO inspection or AO visit.

I have already discussed this with the AOs and SSOs who have provided some useful feedback but the Corps is complex and diverse which is why I am keen that you have your say. There may be a CO out there who has an idea that I have not thought of!



There are 3 areas where I am keen to receive feedback. One of these is the benefits or otherwise of conducting evolutions. I understand that they can provide a good vehicle for cadets to show off the skills learned to parents and supporters but this can also be achieved at presentation evenings etc and even if it is not, should they continue as part of the RNP?

Secondly, which might be more controversial is the retention or otherwise of the Canada Trophy. I know it is the greatest achievement a Unit can attain but in terms of numbers there are probably only a small number of Units (less than half a dozen per Area) who realistically compete for it. The other problem I have is finding a fair way which determines which Unit receives this tremendous accolade. I think it is reasonable to say that Area Teams have sufficient knowledge of their own Units to allow them to determine who the Stephenson Trophy is awarded to but it gets very difficult for myself and HQ staff to decide who is the "best" Sea Cadet Unit out of these 6. We do not have the resource or funding to go back to the previous system of additional inspections and neither would I wish to increase time in further competitions or procedures when there are more than enough activities for cadets and staff to undertake. I would therefore ask for your views on it and probably base my decision from your feedback.

Finally I am interested to hear your views about giving greater flexibility to Area Teams, in consultation with COs/OiCs on conducting RNPs or not to achieve Unit assessments.

A note of caution, making these changes is neither an easy or rapid process. I will endeavour to deliver the new process as quickly as possible but will not make promises I cannot keep about when this new system may or may not be in place.

I am keen to consult you on this important matter for the Corps and would be grateful for your feedback on these matters direct to Cdr Paul Haines ([phaines@ms-sc.org](mailto:phaines@ms-sc.org)) who is collating it by 25 August. All views positive, negative or neutral are welcome.